



## **CONSULTING OPPORTUNITY**

### **Steps to Excellence Program (STEP) Outreach Specialist**

Date: August 27, 2012

**Summary of Responsibilities:** Under general supervision of a program manager, recruits licensed child care programs to join the STEP quality rating and improvement system network and provides technical assistance to ensure their successful participation.

#### **Essential Functions:**

- Coordinates and implements outreach meetings for licensed child care programs at community-based venues in assigned STEP service areas\*
- Develops and sustains positive relationships with child care program providers to promote their ongoing participation in STEP
- Provides technical and assistance directly to child care program providers to help them understand the STEP quality rating process and meet participation requirements
- Collaborates with STEP training coordinator to organize child care program cohort groups based on a STEP quality improvement training curriculum
- Collaborates with Child Care Resource and Referral Quality Improvement Coaches to provide coordinated support to child care programs enrolled in STEP
- Tracks and monitors child care programs' completion of participation requirements
- Maintains an up-to-date communication log to track interaction with child care program providers
- Develops and updates STEP marketing materials as needed
- Implements STEP marketing strategies for families of children ages 0-5
- Responds to inquiries about STEP in a prompt and efficient manner

#### **Knowledge/Skills Requirements:**

- Knowledge of early education systems
- Basic understanding of the purpose of quality standards in early education and a working knowledge of Environment Rating Scales (FCCERS, ECERS, ITTERS)
- Ability to facilitate group trainings/workshops and proficiency in adult learning techniques
- Ability to learn and apply STEP policies and procedures.
- Flexibility and ability to work in a fast-paced, changing environment.
- Must possess outstanding interpersonal and communication skills, both orally and in writing
- Excellent time management skills and ability to prioritize tasks

\*STEP service areas include but are not limited to: Altadena, Arleta, Boyle Heights, Florence/Firestone, Inglewood, Lancaster, Long Beach, Pacoima, Palmdale, Pasadena, Pomona, San Fernando, San Pedro, Santa Monica, Torrance, Watts/Willowbrook and Wilmington

- Strong computer literacy skills and proficiency in Microsoft Office programs (Word, Excel, PowerPoint, and Access)

**Formal Education:** Bachelor of Arts degree, preferably in Child Development or in an associated field (psychology, social work, etc.), from an accredited university or institution.

**Preferred Experience:** Three or more years providing outreach and/or social support services in early education or in another related field. A Masters degree in Child Development or an associated field will be accepted in lieu of two years of experience.

**Language proficiency required:** English and Spanish

**Compensation and Other Information:** This is a consultant position (32 to 40 hours per week) that will be contracted for one year with a yearly option to renew if continued funding is available. Viable applicants must have a driver's license, an operating vehicle for transportation to and from STEP service areas\* and car insurance that meets the County's requirements. Compensation is \$40/hour with no employment benefits provided.

**Application Instructions:** Complete and submit the attached application form and a copy of your resume electronically to [hchavez@ceo.lacounty.gov](mailto:hchavez@ceo.lacounty.gov) by **Friday, September 14, 2012**.

#### **Application Timeline:**

<u>Date</u>	<u>Description of Activity</u>
9/14/12	All applicants must submit a completed application form and a copy of their resume electronically to <a href="mailto:hchavez@ceo.lacounty.gov">hchavez@ceo.lacounty.gov</a> by this date.
Week of 9/17/12	Applicant materials are reviewed; applicants that meet knowledge/skills and formal education requirements are invited to participate in an in-person interview.
Week of 9/24/12	Applicant interviews take place at the Office of Child Care (located at 222 South Hill Street, 5 <sup>th</sup> Floor, Los Angeles, CA 90012).
Week of 10/1/12	Applicants are notified of interview outcome. Selected consultant begins the County contracting process.

#### **If you have questions, please contact:**

Helen Chavez at [hchavez@ceo.lacounty.gov](mailto:hchavez@ceo.lacounty.gov) or call (213) 893-0505.

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